

**TOWN OF LEBANON
JOB DESCRIPTION
FACILITIES DIRECTOR**

GENERAL CONDITIONS

The position of Facilities Director (Director) requires a 20 hour work week. Additional hours may be required as authorized by the First Selectman.

GENERAL STATEMENT OF DUTIES

The Director assists the First Selectman with the daily operations and management of all Town owned property and buildings, including the management of personnel, supervision of vendors and contractors associated with property and buildings.

The facilities director shall work in collaboration with the Highway Department Foreman as required in serving the needs of the Town. The facility director will report to the First Selectman

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides technical advice to First Selectman and Board of Selectman on building maintenance and construction matters

Understands functional and spatial requirements of new structures or renovations, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and construction time.

Conducts comprehensive assessment of all town buildings and facilities, to include an inspection and report of the physical and mechanical systems of all town structures.

Prepares bids and administers bid procedure for construction and building maintenance contracts; administers construction/maintenance contracts and conducts on-site observation of work during construction or repair to monitor compliance with plans.

Coordinates and evaluates the maintenance and repair of Town buildings and facilities, including heating/air conditioning equipment, plumbing, carpentry and electrical work, and the installation of mechanical equipment; designs and coordinates janitorial and preventive maintenance schedules for all related equipment and facilities with outside vendors.

Assigns, facilitates and evaluates the work of building repair contractors; advises and personally assists workers as needed.

Responds to Town concerns regarding facility issues, determines appropriate plan of repair, and implements plans or through the use of outside vendors.

Purchases operating building maintenance supplies; maintains an inventory of materials and supplies.

Maintains and administers Town-owned buildings and associated agencies

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, materials, facilities and time.

Facility Director shall execute snow removal plans for associated town owned buildings including managing appropriate seasonal employees to assist with removal of snow.

The facility director serves as member of the local Emergency Operations Center logistical support.

REQUIREMENTS OF WORK

Bachelor's degree in engineering or construction management or closely related field with five years experience in building construction, technology or maintenance; supplemented by some supervisory experience; or any equivalent combination of education and experience.

- thorough knowledge of building construction practices, tools and materials
- thorough knowledge of building and fire code regulations
- thorough knowledge of bidding procedure and construction administration
- experience in project management and control, capital planning and development

- thorough knowledge of the safety precautions common to building trades, maintenance and repair activities;
- considerable knowledge of facilities maintenance and repair;
- demonstrated experience with purchasing processes including Bids and RFP's.
- considerable knowledge of price trends or quality of materials and equipment;
- working knowledge of the operation and maintenance of heating, air conditioning and other mechanical building equipment.
- Skill and ability to read and interpret blueprints and drawings. Skill and ability to perform hands on repair of various facility components.
- Ability to use Microsoft office suite of programs including word and excel
- Availability for emergency call-in as needed 24/7 for such issues as weather related or facility related matters.
- Must reside within 20 miles of the Lebanon Town Hall at the end of the probation period
- Must possess valid motor vehicle license
- Ability to lift up to 50 pounds repeatedly

Exhibit the following skills:

- Leadership and management
- Decision making
- Effective verbal and listening communication
- Effective public relations

Possess the following personal attributes

- Maintain standards of conduct
- Be respectful
- Demonstrate a dedication of the position and community
- Demonstrate sound work ethics
- Be consistent and fair

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be possess strength, stamina and mobility to perform physical work in all weather conditions
- Must be willing to work outdoors in all weather conditions